PROFESSIONAL ARTS ORGANIZATIONS PROGRAM
FUNDING RELATIONSHIP

This document is also available on SK Arts' website at www.sk-arts.ca/paop.

SK Arts' *Professional Arts Organizations Program* (*PAOP*) funding provides multi-year support towards an eligible organization's arts programs and services, governance, management, administration and operational function.

Applications for funding are assessed every two years in the Lite Stream and every four years in the Core Support and Sector Streams.

CONTACT SK ARTS' PROGRAM CONSULTANTS

- to discuss program and reporting requirements and
- to notify and consult with SK Arts about any major changes to the organization's operations, programs, fiscal year and/or financial status.

ORGANIZATIONS WORKING IN THE LITERARY ARTS, CONTACT:

Joanne Gerber
306-290-7738 *(Saskatoon)* or 1-800-667-7526
jgerber@sk-arts.ca

ORGANIZATIONS WORKING IN THE VISUAL ARTS, CONTACT:

Noreen Neu
306-530-1103 *(Regina)* or 1-800-667-7526
nneu@sk-arts.ca

ORGANIZATIONS WORKING IN DANCE, MEDIA ARTS, AND MUSIC, CONTACT:

Alex Rogalski
306-220-3793 *(Saskatoon)* or 1-800-667-7526
arogalski@sk-arts.ca

ORGANIZATIONS WORKING IN THEATRE AND MULTIDISCIPLINARY, CONTACT:

Philip Adams
306-250-0613 *(Saskatoon)* or 1-800-667-7526
padams@sk-arts.ca

FUNDING

<u>**An organization approved for *Professional Arts Organizations Program* funding is required to:**</u>

1. **Provide SK Arts with a revised budget if the approved grant amount is less than 60% of the requested amount.**

2. **Meet all conditions for the release of the funds and claim their funds within 12 months of the start date of the approved fiscal year.** If the conditions are not met and the grant funds are not claimed within this 12-month period, SK Arts reserves the right to rescind the grant.

3. **Begin their operations and programs, as approved, within 12 months of the start date of the approved fiscal year.** If the recipient does not begin their operations and programs within this 12-month period, SK Arts reserves the right to rescind the grant.

4. **Notify and consult with SK Arts about any major changes to the organization, its programs, its fiscal year and/or its financial status.** If major changes are made without notification and consultation, SK Arts reserves the right to rescind the grant, or to reduce or discontinue future funding.

5. **Provide SK Arts with all required information and reports during the funding cycle and submit the necessary documentation no later than the dates designated by SK Arts.** If the required information and complete reports are not submitted by the designated dates, the recipient shall be ineligible to apply for or to receive funding from any SK Arts program until all outstanding reporting requirements have been fulfilled.

SK Arts may contact a *Professional Arts Organizations Program* funding recipient at any time regarding any conditions affiliated with the grant received as a result of the assessment of an application.

Release of Funds

PAOP Organizational Lite recipients at the 2021 closing date will receive 100% of their funding approximately 30 days before the beginning of the group's or organization's project period. **In an effort to assist organizations struggling with cashflow in light of the COVID-19 pandemic, SK Arts will strive to release 70% of the approved 2020/21 funds to an organization approximately 30 days before the beginning of the organization's fiscal year** providing all reporting on previous funding is up to date, the organization is in compliance with any concerned status requirements, and subject to:

- approval by SK Arts' Board of Directors of the grant recommendation,
- approval of SK Arts' budget for the relevant fiscal year,
- confirmation of Sask Lotteries funding *(if applicable)*,
- any organizational and/or funding conditions communicated to the recipient, and
- SK Arts' receipt and approval of the organizations' revised budget *(if required)*.

In addition to the above-mentioned conditions, **release of the remaining 30% of annual funding requires a year-end report regarding the organization's prior fiscal year *(if applicable)*, due no later than six months after the end of that year.** See Year-End Report requirements on the following pages.

Following the assessment of an application or at any time during the funded period, an organization supported through *PAOP* may be subject to the program's **Fair Notice** or **Concerned Status** policies. For more information regarding these policies, please review the program materials found at www.sk-arts.ca/paop. Program Consultants will contact organizations to whom these policies are applicable.

Change to Funding Amounts

Amounts approved for an organization may change, and/or an organization may be deemed ineligible to receive funds from the *Professional Arts Organizations Program* if:

- The organization fails, in a significant way, to meet its own stated objectives or to execute its confirmed program of activities.
- The organization experiences a significant disruption in its programs and activities or ceases operations.
- The organization fails to meet its financial obligations and/or fails to fulfill the established reporting requirements.
- The organization fails to meet conditions of multi-year funding as described in the program criteria and/or as recommended by the peer review panel.
- The organization is in contravention of the Act under which it was incorporated.
- The organization is carrying an accumulated deficit in excess of 25% of its operating budget.
- The amount available to the program through SK Arts and/or Sask Lotteries *(if applicable)* experiences a reduction or increase significant enough to require or support a revision to the program's allocation. The aim of the funding partners is, at least, to maintain the allocation over the funding cycle.

RECOGNITION OF FUNDERS

Recipients of *Professional Arts Organizations Program* funding are required to acknowledge the support of SK Arts, particularly on all print material and at selected openings, receptions, performances, events or other public functions. SK Arts will provide grant recipients with an acknowledgement statement and access to the logos through SK Arts' website.

If an organization has been advised that their *PAOP* funding includes lottery funds, the financial support of Sask Lotteries also must be acknowledged. *Gallery and media arts grants under PAOP are supported by funding from <u>Sask Lotteries</u> through the partnership between SK Arts and <u>SaskCulture Inc.</u>*

YEAR-END REPORT

YEAR-END REPORTS ARE DUE NO LATER THAN SIX MONTHS AFTER THE END OF THE ORGANIZATION'S FISCAL YEAR AND ARE TO BE SUBMITTED THROUGH SMARTSIMPLE.

All recipients of *Professional Arts Organizations Program* funding are required to submit to SK Arts an explanation of how the financial support of SK Arts and *(if applicable)* Sask Lotteries was acknowledged.

When completing your final report, remember that organizations receiving SK Arts operating funding are not required to have replacement programming for events or activities that are delayed, changed or cancelled as a result of COVID-19. Your report should reflect the activities that actually occurred, any changes in your programming that happened as a result of COVID-19 or for any other reasons, and any innovative practices your company used to remain connected with your audiences when events were cancelled. You could also address matters related to COVID-19 under the question regarding major challenges faced by your organization during the fiscal year.

Additional reporting requirements for each stream are outlined below.

ORGANIZATIONAL LITE STREAM

Recipients of *PAOP* Organizational Lite funding are required to submit to SK Arts:
- Detailed program report on the activities undertaken with the support of the grant
- Financial report detailing actual revenues and expenses against your original budget, signed by two board members, and entered in the report budget form in SmartSimple.
- Discussion of the following points from the perspective of your primary role in the arts ecology and your organizational grouping (Arts Development, Arts Presentation, Community Catalyst) over the funded program period:
    a) the ways your group was most successful and how you know this to be the case
    b) the impact of your activities on your identified community and how you know this to be the case
    c) any partnerships, sharing or collaborations undertaken during the program period and any benefits realized
    d) what you have learned as a group, and any future plans, including areas of improvement or revision

CORE SUPPORT STREAM

Recipients of *PAOP* Core Support funding are required to submit to SK Arts:
- Your published annual report *(if applicable)* including or in addition to a detailed program report
- A list of current board members *(if applicable)*
- All organizations <u>except book and periodical publishers</u> provide the following information for the completed year electronically through CADAC and upload electronic copies to the reporting portal in SmartSimple:
    ο Actual financial information entered in the Financial Form,
    ο Statistical information entered in the Statistical Report, and
    ο Financial statements or review signed by authorized board members or parent organization executive.
        ▪ If an organization's budget is $100,000 or less, please submit financial statements that include, at minimum, a Balance Sheet and an Income Statement signed by two board members.
        ▪ Budgets of $100,000 to $250,000 require a review engagement.
        ▪ Budgets of over $250,000 require audits.
- In the case of a deficit that represents more than 10% of revenues for the year, include a board-approved deficit reduction plan. In the case of a significant surplus of non-restricted funds for the year, include a board-approved plan for its use.

- Discussion of the following points from the perspective of your primary role in the arts ecology and the criteria of your organizational grouping (Arts Development, Arts Presentation, Community Catalyst) in the last fiscal year. *Please (if possible) choose a different example to address each of the five topics:*
    a) your greatest **success** and how your organization **evaluated** that success
    b) Reflecting on your **strategic plan**, briefly explain your progress and how results were measured.
    c) a **risk** or innovation undertaken this year and what you **learned** through the process
    d) a significant **partnership** or collaboration undertaken, and why it was important to your organization
    e) **challenges** facing your organization and how you plan to address them

- **Book and periodical publishers** **also shall submit** to SK Arts the following information for the completed year:
    ο Actual financial information,
    ο Statistical Form *(available on SK Arts' website)* and
    ο Financial statements or review signed by two board members *(Please see Core Support Stream requirements for financial statements on previous page.)*

SECTOR DEVELOPMENT STREAM

Recipients of *PAOP* Sector Development funding are required to submit to SK Arts:

- Your published annual report *(if applicable)* including or in addition to a detailed program report
- A list of current board members *(if applicable)*
- The following information for the completed year electronically through CADAC and by uploading electronic copies to the reporting portal in SmartSimple:
    ο Actual financial information entered in the Financial Form,
    ο Statistical information entered in the Statistical Report, and
    ο Financial statements or review signed by authorized board members or parent organization executive.
        - Budgets of $100,000 to $250,000 require a review engagement.
        - Budgets of over $250,000 require audits.
- In the case of a deficit that represents more than 10% of revenues for the year, include a board-approved deficit reduction plan; if a significant surplus of non-restricted funds for the year, include a board-approved plan for its use.
- Discussion of the following points from the perspective of your primary role in the arts ecology and your organizational grouping (Sector Development) in the last fiscal year. *Please (if possible) choose a different example to address each of the five topics*:
    a) your greatest **success** and how your organization **evaluated** that success
    b) a **risk** or innovation undertaken this year and what you **learned** through the process
    c) Reflecting on your **strategic plan**, briefly explain your progress and how results were measured.
    d) a significant **partnership** or collaboration undertaken, and why it was important to your organization
    e) **challenges** facing your organization and how you plan to address them.